

6 April 1977

MEMORANDUM FOR THE RECORD

SUBJECT: Competitive Evaluation Panel #2 Meeting

1. Competitive Evaluation Panel #2 met at [REDACTED] on 4 and 5 April 1977 with the following members present:

STATINTL

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2. The Chairman convened the meeting at 0840 on 4 April 1977. The Panel recessed at 1215, reconvened at 1300 and recessed again at 1700 and reconvened at 1900 and adjourned at 2100. On 5 April 1977 the Panel convened at 0830, recessed at 1200, reconvened at 1230 and adjourned sine die at 1630.

3. The Competitive Evaluation Listing for the GS-13's and a list of promotions recommended was completed and will be submitted to the Finance Career Board for review, approval and endorsement to the Head, MF Career Subgroup.

[REDACTED]

STATINTL

Secretary

[REDACTED]

Chairman, CE Panel #2

STATINTL

GS-13 Senior Level Professional Officer

At this level of the employees' career, they have attained top level competence in their career field and have assumed high-level duties and responsibilities, either as a generalist or specialist professional finance officer. It is at this level that training and development should be directed toward a broad understanding of related operations and improving administrative ability. From this level future executives will be selected and particular care must be taken to ensure that the professional possess the demonstrated capabilities for growth and development.

ACTUALPOTENTIAL

General Finance:	Based on experience in major finance div./staff managerial jobs, field station and Hqs. components B&F assignments. H-M-L used to indicate degree of experience.	H-M-L rating established based on indicated potentiality from education, quality of work performance, assignability, acceptance of responsibility, and capacity for future development and growth.
Budget	: Based on experience in budget formulation, preparation and execution in Hqs. and the field. H-Responsibility for budget formulation and preparation. M-Some budget formulation but mainly budget execution. L-Some exposure to all three processes.	Same as Above.
Audit	: Experience in commercial audit assignments. Rating established based on degree of performance as junior/senior auditor or auditor on contract team.	Same as Above.
Systems	: Based on experience in assignments involving systems analysis development and implementation and the application of systems to finance operations. H-M-L rating based on degree of experience including selected training courses.	Same as Above.
Monetary	: Experience gained from assignments in Monetary operations at Hqs. and certain field stations. H-M-L rating based on degree of responsibility and performance.	Same as Above.

General Support: At this grade level employee must have experience in assignment as Chief, Support or Acting Chief, Support at Hqs. or field station. Rating based on performance on the job as H-Chief or acted as Chief M-Acting Chief in absence (must be knowledgeable of job requirements)  
L-provided assistance in limited performance (ad hoc situation)

Same as above plus individual has indicated an exceptional awareness and ability to handle a variety of assignments both in his specialized area and other fields.

#### PROMOTION CRITERIA

Criteria used in selecting employees for promotion consideration: Performance at present position level which is higher than employee's present grade; an excellent capacity for growth and development that far exceeds his current level and that of his peers; a highly effective leader and easily motivates others to achieve goals/tasks; accepts and carries out responsibilities; willingness and ability to perform in a variety of new tasks; creative and imaginative.

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